

PORT OF THE DALLES COMMISSION
Regular Meeting Minutes
June 8, 2011
Port of The Dalles Office

The Regular Meeting of the Port Commissioners was called to order by President Mike Courtney at 6:58 PM.

ROLL CALL

Present: Mike Courtney, Ken Farner, Bob McFadden, Kristi McCavic, Rod Runyon

Staff: Andrea Klaas, Executive Director; Kathy Norton, Assistant to the Executive Director; Angie Wilson, Bookkeeper; Bill Dick, Port Attorney

Guests: Greg Weast, David Griffith (7:50), Dean Cameron, Paul Lindberg, Erin Kovalchuk, Steve Kramer, Mark Roth, Mike Mengis, Steve & Martha Kelsey, Ed Devlaeminck, Loyal & Linda Quackenbush, Chris & Mary Jane Swanson, Jan Polychronis, Deric & Heather Anthony, Garrett & Kim Boothe, Garry Hage, Keef Morgan, Ron Schmidt, Jeff Renard, Ray & Tracie Egeland

Pledge of Allegiance: Commissioner McCavic

AGENDA CORRECTIONS or ADDITIONS

None

7:00PM - OPEN BUDGET HEARING TO ADOPT 2011/12 PORT OF THE DALLES BUDGET

PORT CALENDAR/EVENTS

Andrea Klaas reviewed the June, July and August 2011 calendars. Commissioners Courtney and McCavic may attend the KODL Morning Coffee Break show with Andrea on 6/10, 2011. The next Port Commission is July 13, 2011. Andrea suggested scheduling a work session with the new Commissioners in August.

VISITOR'S BUSINESS

Dean Cameron gave an updated on his project. There are 11 full time employees and the mixed use concept that he used on his property is working very well. He encouraged the Port to consider that on other property.

****Agenda Change:** Wonderworks was moved from Staff Report to Visitor Business. Paul Lindberg and Commissioner McCavic updated the Commission on the issues Wonderworks is dealing with. The challenge still remains for Wonderworks to either raise more money or reduce their expenses to reach the 50% match requirement that foundations are not requiring. Commissioner McCavic recommended that the Port allow Wonderworks to apply the first 2 years lease payment (\$34,704) to the purchase price, then continue the lease payments as agreed upon for the remaining 3 years of the lease agreement. Discussion.

Motion: Commissioner Farner made a motion to reduce the credit for payments made to-date from \$34,704 to \$30,000. No second. Motion failed.

Motion: Commissioner McCavic made a motion to apply the first 2 years lease payments of \$34,704 to reduce the original loan balance. Second by Commissioner McFadden. Motion approved 4-1 with Commission Farner voting no.

The Port Attorney, Bill Dick will prepare documents to show the original sale price of \$254,142.95 reduced by \$34,704. The balance due becomes \$219,438.95.

MEETING MINUTES

MOTION:

Commissioner Runyon made a motion to approve the minutes of the May 11, 2011 meeting as presented. Second by Commissioner McCavic. Motion approved unanimously.

FINANCIALS – RESOLUTION #2011-004

Andrea Klaas and Angie Wilson reviewed the May 2011 financials. Discussion on detail sheets attached to Resolution #2011-004. Andrea confirmed that the 2010-11 approved budget was not exceeded.

Motion: Commissioner McFadden made a motion to approve Resolution #2011-004 to accurately reflect line item ending balances and that the appropriations described in the detail sheets attached to the Resolution are transferred and approved. Second by Commissioner Runyon. Motion approved unanimously.

STAFF REPORT

1. *Monthly Highlights* – Andrea Klaas: Dolphins - during the high water the up-river dolphin came apart. Andrea reported that Tidewater, MIDCO, the State of Oregon and the Port are discussing ways to partner on the costs to get the dolphin replaced. Cost estimate \$80,000 for the dolphin; \$20,000 to mobilize equipment here; \$20,000 for permitting; Google - Andrea met with Dave Karlson for an update on activity at Google. The security improvements are about done and bring this facility up to the Google corporate standards. Dave will be making a presentation to Rotary in July; RARE- Andrea confirmed that the Port will be getting a RARE student in the fall.
2. *Marina* – Keef Morgan represented the group of Marina tenants in attendance. Keef stated the Marina Committee is concerned their recommendations are not being clearly reported to the Commission. He also relayed comments collected from an email discussion among the Marina tenants. The consensus of the tenants is to ask the Port to keep the current occupancy policy in effect; to allow tenants with their water lines properly prepared to keep their water on during the winter; to not turn the Marina water off for 5 months. Keef stated the Marina Committee would like to work with the Port to develop a long-term improvement plan; a funding plan; a reserve plan to be put in a segregated account; a maintenance/repair plan and a clear and accurate budgeting process. The committee would also like to see a comparison of the Port's administrative costs allocated to the Marina vs costs of an outside professional management company. Marina tenant Ray Egeland also agreed that getting a comparison of Port administrative costs vs an outside professional management company would be a good idea.
3. *Wonderworks*: Report made in Visitor's Business
4. *GASB 54*: Andrea Klaas and Commissioner McCavic outlined the Governmental Accounting Standards Board (GASB 54) requirements.

Motion: Commissioner McFadden made a motion to approve Resolution #2011-003 implementing GASB54 by adopting a fund balance policy committing the ending fund balances of all special revenue funds for specific purposes, and delegating authority to the Executive Director for "assigning" ending fund balances. Second by Commissioner McCavic. Motion approved unanimously.

5. *Marina Update*: Kathy Norton updated the Commission on activities at the Marina. Next Marina committee meeting Tuesday-June 21, 2011. Marina work boat scrapped and sold to Deric Anthony for scrap metal price. Port Attorney prepared a bill of sale for Deric Anthony and Port Commission signature. 2011/12 Moorage leases will go out as soon as the budget is approved. Kathy requested the tenants be allowed to have a two payment option this year. Utility System Upgrade cost estimates to draw up utility upgrade plans. Commissioner McFadden recommended some specific guidelines be developed before asking for formal bids. Kathy reported that a boat came lose but was recovered without damage to the boat or docks. Kathy stated she had done a walk through and found nothing specific to report. Commissioner McCavic questioned the \$100,000 budgeted for facility upgrades. Discussion on the upgrades that will be needed.

Motion: Commissioner Runyon made a motion to approve the sale of the work boat to Deric Anthony. Second by Commissioner McCavic. Motion approved unanimously.

6. *Reports of Committees:*
 - a. *Urban Renewal*- Commissioner Farner: Nothing
 - b. *Chamber of Commerce* – Commissioner McFadden: Nothing
 - c. *Wasco EDC* – Andrea Klaas: Commissioner Runyon reported that the EDC funding was approved by Wasco County.
 - d. *MCEDD* – Commissioner Courtney: Budget meeting June 9, 2011
 - e. *Community Outreach Team* - Andrea Klaas: Dr. Frank Chung, Assistant Secretary of Education will be in town on June 9, 2011.
7. *FYI:* Discussion on letter from Wasco County regarding tax assessment on the property Crestline is using.

8:17PM - CLOSE BUDGET HEARING TO ADOPT 2011/12 PORT OF THE DALLES BUDGET

Motion: Commissioner McCavic made a motion to approve Resolution #2011-005 to adopt the 2011/12 Port of The Dalles budget as presented and imposing the taxes provided for the adopted budget at the rate of \$0.2007 per \$1,000 of assessed value for operation. Second by Commissioner McFadden. Discussion on the Marina Enterprise Fund and the issue of turning the marina water off for 5 months. Motion approved 3-2 with Commissioners Farner and Runyon voting no.

Break – 8:21PM

INTO EXECUTIVE SESSION 8:36PM

EXECUTIVE SESSION *(as allowed by ORS 192.660 (2) (e) (f) (h)) this may include discussion of real property transactions and privileged legal communication.*

Back to Regular Session 9:43 PM

COMMISSION CALL

1. President: Thanked Commissioners Farner and Runyon for their service
2. Commissioners:

Commissioner Farner reminded the Commission that the Port has a unique capacity to bring economic development opportunities to the community that no other government entity has. Commissioner Farner also stated his concern that the Wonderworks 2nd request for concessions will lead to future concession requests.

Commissioner McCavic stated she felt Kathy was doing a good job with the Marina and working through the budget issues.

Commissioner Runyon suggested Kathy provide detailed information regarding budget options to the Marina Committee.

Commissioner Courtney suggested putting out an RFP to see what the cost of a management company for the Marina would be.

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE PORT COMMISSION, the meeting adjourned at 9:57PM.

PORT OF THE DALLES:

ATTEST:

D.M. Courtney, President
Board of Commissioners

Rod Runyon, Secretary
Board of Commissioners

DATE APPROVED: July 13, 2011

Prepared by: K.Norton